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ABSTRACT

These papers report the results of seven annual surveys assessing the counselor-counselee ratio in California junior colleges from 1965 to 1971. In determining the ratio, all respondents were asked to include only that portion of a counselor's time devoted to individual and group counseling. So that all colleges were using the same criteria, each was asked to use the number of day-graded students as reported to the state, and divide this number by the number of full-time equivalent counselors to determine the ratio. A distinction was made between colleges on the quarter or semester systems. Additional observations from the study concerned the trend toward the use of more full-time counselors, a distribution of the number of hours in a normal work week for full-time counselors, the type of counseling availability--whether by appointment or "walk-in," the amount of time spent with each client, and the trend toward greater use of paraprofessionals. (Author/NF)

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[COUNSELOR-COUNSELEE RATIOS IN CALIFORNIA JUNIOR COLLEGES 1965 - 1971]

JC 720 065

Jerry H. Girdner
Dean of Student Personnel
West Valley College
51 E. Campbell Avenue
Campbell, California 95008

[1972]

UNIVERSITY OF CALIF.
LOS ANGELES
APR 5 1972
CLEARINGHOUSE FOR
JUNIOR COLLEGE
INFORMATION

WEST VALLEY COLLEGE
51 E. Campbell Avenue
Campbell, California 95008

March 30, 1966

TO: Deans of Student Personnel, California Junior Colleges, etc.

FROM: Jerry H. Girdner, Dean of Student Personnel

SUBJECT: Results of Questionnaire on Counselor-Counselee Ratio

1. Attached is a copy of the findings of the study on the counselor-counselee ratio among the California junior colleges. This study is based on fall semester records (1965-6).

2. All of the 76 public junior colleges responded. The range is from 1:287 (Porterville College) to 1:1667 (Sierra College). Q_1 is 409, Q_3 is 676. The median is 501.

3. In determining the ratio, all respondents were asked to include only that portion of a counselor's time devoted to individual and group counseling (time assigned to student activities, registration, placement, health services, evening counseling, administration, etc. was excluded). So that all colleges were using the same criteria, each college was asked to use the number of day-graded students as reported to the State in October, 1965, and divide this number by the number of full-time equivalent counselors to determine the ratio of counselors to counselees.

STUDY OF COUNSELOR-COUNSELEE RATIO IN CALIFORNIA JUNIOR COLLEGES
FALL SEMESTER - 1965-66

(by Jerry H. Girdner, Asst. Supt. and Dean of Student Personnel, West Valley College)

RANK	COLLEGE	TOTAL F.T.E. COUNSELORS	STUDENTS IN DAY GRADED CLASSES	RATIO OF COUNSELORS TO COUNSELEES
1	Porterville	2.00	574	1:287
2	San Jose	13.95	4034	1:289
3	Barstow	1.25	364	1:291
4	Lassen	1.55	451	1:291
5	College of the Desert	2.30	679	1:295
6	San Bernardino Valley	15.00	4523	1:301
7	San Joaquin Delta	13.00	3968	1:305
8	Merritt	16.15	5399	1:334
9	Marin	9.15	3143	1:343
10	American River	12.15	4235	1:349
11	Cabrillo	5.65	1985	1:351
12	Vallejo	3.80	1341	1:353
13	Contra Costa	9.10	3236	1:356
14	Modesto	10.25	3689	1:360
15	West Valley	7.50	2734	1:365
16	Taft	1.40	516	1:369
17	Los Angeles Trade-Technical	9.00	3386	1:376
18	Glendale	8.27	3349	1:405
19	Mt. San Jacinto	.80	326	1:407
	QUARTILE ONE (409)			
20	Ventura	9.00	3765	1:418
21	Foothill	15.16	6537	1:419
22	Laney	6.25	2634	1:420
23	Shasta	4.75	2089	1:439
24	Bakersfield	9.20	4055	1:440
25	Sacramento	12.60	5611	1:446
26	Los Angeles Metropolitan	1.99	905	1:455
27	Palomar	3.70	1700	1:459
28	Palo Verde	.40	185	1:462
29	Merced	2.90	1354	1:467
30	Imperial Valley	1.90	910	1:479
31	Diablo Valley	10.65	5137	1:482
32	Santa Barbara	4.60	2218	1:482
33	San Mateo	15.40	7500	1:487
34	Chabot	8.50	4189	1:492
35	Hartnell	3.80	1870	1:492
36	San Francisco	17.00	8399	1:494
37	Monterey Peninsula	4.00	1998	1:499
38	Cuesta	1.80	901	1:500
	MEDIAN (501)			
39	Chaffey	6.18	3115	1:504
40	Mira Costa	1.60	827	1:517
41	Mt. San Antonio	11.70	6051	1:517
42	Grossmont	6.20	3235	1:522
43	Southwestern	4.45	2323	1:522
44	Gavilan	.98	524	1:535
45	Santa Ana	5.50	3042	1:553

RANK	COLLEGE	TOTAL F.T.E. COUNSELORS	STUDENTS IN DAY GRADED CLASSES	RATIO OF COUNSELORS TO COUNSELEES
46	Sequoias, College of the	4.10	2343	1:572
47	Riverside	5.70	3384	1:594
48	Antelope Valley	2.46	1465	1:595
49	Reedley	2.08	1241	1:596
50	Citrus	4.20	2508	1:597
51	Yuba	3.50	2117	1:605
52	Pasadena	13.00	8040	1:618
53	Fullerton	15.20	9593	1:631
54	Napa	2.80	1771	1:632
55	Allan Hancock	2.70	1716	1:635
56	San Diego	5.00	3200	1:640
57	Compton	4.18	2687	1:643
58	Orange Coast	11.50	7400	1:643
	QUARTILE THREE (676)			
59	Rio Honda	1.61	1100	1:683
60	Fresno	6.50	4627	1:712
61	San Diego Mesa	5.50	4120	1:749
62	Coalinga	.90	675	1:750
63	Long Beach	10.70	8443	1:789
64	El Camino	10.07	8714	1:865
65	Santa Monica	7.40	6673	1:901
66	Los Angeles City	10.17	9573	1:941
67	Santa Rosa	3.15	3001	1:953
68	Los Angeles Valley	8.45	8204	1:971
69	Cerritos	10.80	10,611	1:982
70	East Los Angeles	5.00	5203	1:1041
71	Redwoods, College of the	1.50	1681	1:1121
72	Los Angeles Harbor	3.30	3703	1:1122
73	Siskiyous, College of the	.50	590	1:1180
74	Los Angeles Pierce	5.50	6737	1:1225
75	Victor Valley	.40	639	1:1598
76	Sierra	1.00	1667	1:1667

WEST VALLEY COLLEGE
51 E. Campbell Avenue
Campbell, California 95008

February 27, 1967

TO: Deans of Student Personnel, California Junior Colleges, etc.

FROM: Jerry H. Girdner, Dean of Student Personnel

SUBJECT: Results of Questionnaire on Counselor-Counselee Ratio

1. Attached is a copy of the findings of the second annual study on the counselor-counselee ratio among the California junior colleges. This study is based on fall semester records (1966-67).

2. All of the 77 public junior colleges responded. The range is from 1:272 (College of the Desert) to 1:2428 (Gavilan College). Q_1 is 408, Q_3 is 674. The median is 513. In the 1965-66 study Q_1 was 409, the median was 501, and Q_3 was 676.

3. In determining the ratio, all respondents were asked to include only that portion of a counselor's time devoted to individual and group counseling (time assigned to student activities, registration, placement, health services, evening counseling, administration, etc. was excluded). So that all colleges were using the same criteria, each college was asked to use the number of day-graded students as reported to the State in October, 1966 (Form R-30A, p.2, total "day classes" enrollment) and divide this number by the number of full-time equivalent counselors to determine the ratio of counselors to counselees.

4. Additional observations from the study: Twelve colleges (16%) assign at least 3/4 of their staff members to full-time counseling. Eight colleges (10%) indicate the use of advisors to back up the counselors in program planning, etc. Bakersfield College reports an experiment involving 6 faculty advisors on an extra pay basis.

5. Thank you for your excellent cooperation.

JHG/bb

SECOND ANNUAL
STUDY OF COUNSELOR-COUNSELEE RATIO IN CALIFORNIA JUNIOR COLLEGES
(FALL SEMESTER - 1966-67)

(by Jerry H. Girdner, Asst. Supt. and Dean of Student Personnel, West Valley College)

RANK (1966)	RANK (1965)	COLLEGE	TOTAL FTE COUNSELORS	STUDENTS IN DAY GRADED CLASSES	RATIO OF COUNSELORS TO COUNSELEES
1	(5)	Desert	4.20	1142	1:272
2	(10)	American River	17.75	5191	1:292
3	(9)	Marin	8.93	2719	1:304
4	(2)	San Jose City	13.76	4244	1:308
5	(7)	San Joaquin Delta	13.45	4209	1:313
6	(3)	Barstow	1.30	420	1:323
7	(12)	Solano	4.80	1590	1:331
(8	(6)	San Bernardino Valley	14.40	4793	1:332 **
(9	(16)	Taft	1.60	531	1:332
10	-	Cypress	4.00	1336	1:334
11	(42)	Grossmont	9.75	3291	1:338
(12	(38)	Cuesta	2.95	1086	1:368
(13	(8)	Merritt	14.34	5278	1:368
(14	(15)	West Valley	9.25	3405	1:368
15	(14)	Modesto	10.12	3780	1:374
16	(29)	Merced	3.47	1325	1:382 **
17	(13)	Contra Costa	7.80	3024	1:388
18	(4)	Lassen	1.25	487	1:390
19	(35)	Hartnell	4.60	1343	1:400
		QUARTILE ONE (408)			
20	(62)	Coalinga	1.54	628	1:408
21	(20)	Ventura	9.00	3750	1:417
22	(11)	Cabrillo	5.00	2116	1:423
23	(21)	Foothill	16.60	7122	1:429
24	(18)	Glendale	7.27	3135	1:431
25	-	Golden West	4.75	2077	1:437
26	(17)	L.A. Trade-Technical	10.00	4416	1:442
27	(25)	Sacramento City	13.00	5777	1:444
28	(28)	Palo Verde	.50	224	1:448
29	(1)	Porterville	1.70	765	1:450 **
30	(39)	Chaffey	6.83	3179	1:465
31	(23)	Shasta	4.80	2257	1:470
32	(36)	San Francisco City	18.50	8743	1:472
33	(41)	Mt. San Antonio	12.90	6098	1:473
34	(67)	Santa Rosa	5.90	2821	1:473 **
35	(31)	Diablo Valley	11.00	5309	1:483
36	(27)	Palomar	4.30	2116	1:492
(37	(37)	Monterey Peninsula	4.40	2199	1:500
(38	(43)	Southwestern	5.05	2525	1:500
(39	(51)	Yuba	4.45	2226	1:500
(40	(24)	Bakersfield	9.20	4647	1:505 *
(41	(33)	San Mateo	15.30	7733	1:505
		MEDIAN (513)			
42	(57)	Compton	5.05	2610	1:517
43	(22)	Laney	6.30	3261	1:518
44	(48)	Antelope Valley	2.72	1442	1:530
45	(53)	Fullerton	14.70	7859	1:535

RANK (1966)	RANK (1965)	COLLEGE	TOTAL FTE COUNSELORS	STUDENTS IN DAY GRADED CLASSES	RATIO OF COUNSELORS TO COUNSELEES
46	(69)	Cerritos	9.90	5348	1:540
47	(49)	Reedley	2.49	1369	1:549
48	(34)	Chabot	8.75	4900	1:560
49	(54)	Napa	2.90	1678	1:579
50	(45)	Santa Ana	5.60	3252	1:581
51	(60)	Fresno City	8.30	5183	1:589
(52	(50)	Citrus	4.50	2673	1:594
(53	(32)	Santa Barbara City	4.35	2584	1:594
54	(52)	Pasadena	13.00	7765	1:597
55	(47)	Riverside	5.70	3482	1:611
56	(46)	Sequoias	4.00	2453	1:613
57	(30)	Imperial Valley	1.70	1050	1:618
58	(58)	Orange Coast	9.50	6223	1:655
59	(73)	Siskiyous	.90	590	1:656
		QUARTILE THREE (674)			
60	(64)	El Camino	11.92	8412	1:706
61	(40)	MiraCosta	1.40	994	1:710
62	(72)	L. A. Harbor	5.27	3300	1:721
63	(59)	Rio Hondo	4.60	3363	1:731
64	(55)	Allan Hancock	2.30	1719	1:747
65	(61)	San Diego Mesa	6.00	4833	1:805
66	(63)	Long Beach City	10.10	8328	1:825
67	(65)	Santa Monica City	8.10	6811	1:841
68	(56)	San Diego City	4.00	3500	1:875
69	(68)	L. A. Valley	9.40	8652	1:920
70	(19)	Mt. San Jacinto	1.00	952	1:952
71	(76)	Sierra	1.70	1640	1:965 **
72	(70)	East Los Angeles	5.00	5304	1:1061
73	(66)	Los Angeles City	8.91	9822	1:1102
74	(75)	Victor Valley	.40	468	1:1170
75	(74)	Los Angeles Pierce	6.30	7510	1:1192
76	(71)	Redwoods	1.40	2841	1:2029 *
77	(44)	Gavilan	.25	607	1:2428 *

* College use of academic advisors indicated <u>not included</u> in FTE or ratio.
** Academic advisors <u>included</u> in FTE and ratio computation.

JHG/bb

FORTY-FOUR EAST LATIMER AVENUE ☐ CAMPBELL, CALIFORNIA 95008 ☐ (408) 379-1733

WEST VALLEY
JOINT JUNIOR COLLEGE DISTRICT

OFFICE OF STUDENT PERSONNEL SERVICES
JERRY H. GIRDNER, Dean

January 8, 1968

TO: Deans of Student Personnel, California Junior Colleges, etc.

FROM: Jerry H. Girdner, Dean of Student Personnel

SUBJECT: Results of Questionnaire on Counselor-Counselee Ratio

1. Attached is a copy of the findings of the third annual study on the counselor-counselee ratio among the 81 California public junior colleges. This study is based on fall semester records (1967-68).

2. The range is from 1:277 (Gavilan College) to 1:1198 (College of the Redwoods). Q_1 is 423, the median is 534 and Q_3 is 677. In the 1966-67 study Q_1 was 408, the median was 513, and Q_3 was 674.

3. In determining the ratio, all respondents were asked to include only that portion of a counselor's time devoted to individual and group counseling (time assigned to student activities, registration, placement, health services, evening counseling, administration, etc., was excluded). So that all colleges were using the same criteria, each college was asked to use the number of day-graded students as reported to the State in October, 1967 (Form R-30A, p. 2, total "day classes" enrollment) and divide this number by the number of full-time equivalent day counselors to determine the ratio of counselors to counselees.

4. Following are the results of supplementary information requested in the study. Forty colleges (49%) use some instructors and thirty colleges (37%) use division chairmen in program planning. As Dr. Jane Matson indicated last year, there is a <u>trend</u> toward the use of full-time counselors in California public junior colleges. The respondents indicated the following preferences or trends in their colleges: 41% - full-time counselors; 20% - 4/5 time counselors; 11% - 1/2 time counselors; 6% - less than 1/2 time counselors; 12% - more use of instructors; and 10% - various combinations of the above.

5. Thank you for your excellent cooperation.

JHG/mn

WALLACE W. HALL, President/Superintendent
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THIRD ANNUAL
STUDY OF COUNSELOR-COUNSELEE RATIO IN CALIFORNIA JUNIOR COLLEGES
(FALL SEMESTER - 1967-68)

(by Jerry H. Girdner, Asst. Supt. and Dean of Student Personnel, West Valley College)

RANK (1967)	RANK (1966)	COLLEGE	TOTAL FTE COUNSELORS	STUDENTS IN DAY GRADED CLASSES	RATIO OF COUNSELORS TO COUNSELEES
1	(77)	Gavilan	2.80	775	1:277
2	-	Los Angeles Southwest	2.25	647	1:288
3	(9)	Taft	1.65	522	1:316
(4	(17)	Contra Costa	10.20	3272	1:321
(5	(5)	San Joaquin Delta	14.35	4602	1:321
6	-	Ohlone	2.28	780	1:342
7	(26)	Los Angeles Trade-Technical	10.50	3626	1:345
8	(4)	San Jose City	13.25	4626	1:349
9	(13)	Merritt	14.00	5035	1:360
10	(11)	Grossmont	10.50	3792	1:361
11	(14)	West Valley	10.00	3656	1:366
12	(12)	Cuesta	3.40	1315	1:387
13	-	De Anza	7.50	2919	1:389
14	(20)	Coalinga	1.75	685	1:391
15	(7)	Solano	5.00	2796 [1]	1:393
16	(2)	American River	15.00	5931	1:395
17	(28)	Palo Verde	.60	243	1:405
18	(15)	Modesto	9.87	4079	1:413
19	(1)	College of the Desert	3.15	1316	1:418 *
20	(3)	College of Marin	9.66	4091	1:423
		QUARTILE ONE (423)			
21	(8)	San Bernardino Valley	12.20	5208	1:427 **
22	(43)	Laney	8.70	3774	1:434
23	(57)	Imperial Valley	3.00	1307	1:436
24	(22)	Cabrillo	5.60	2500	1:446
25	(30)	Chaffey	7.53	3385	1:450
26	(44)	Antelope Valley	3.24	1464	1:452
27	(29)	Porterville	1.55	706	1:455 **
28	(33)	Mt. San Antonio	14.50	6652	1:459
29	(23)	Foothill	11.00	5109	1:464
(30	(48)	Chabot	11.50	5430	1:472
(31	(21)	Ventura	7.50	3541	1:472
(32	(74)	Victor Valley	1.20	566	1:472
33	(32)	City College of San Francisco	19.72	9650	1:489
34	(24)	Glendale	6.27	3080	1:492
35	(19)	Hartnell	4.20	2125	1:506
36	(40)	Bakersfield	9.40	4796	1:510 *
37	(37)	Monterey Peninsula	4.60	2396	1:521
38	(27)	Sacramento City	13.00	6792	1:522
39	(38)	Southwestern	5.15	2701	1:524
40	(53)	Santa Barbara City	4.50	2952	1:527
41	(31)	Shasta	4.50	2377	1:528
(42	(47)	Reedley	2.83	1496	1:529
(43	(41)	San Mateo	16.50	8730	1:529

RANK (1967)	RANK (1966)	COLLEGE	TOTAL FTE COUNSELORS	STUDENTS IN DAY GRADED CLASSES	RATIO OF COUNSELORS TO COUNSELEES
44	-	Moorpark	2.20	1168	1:531
		MEDIAN (534)			
45	(36)	Palomar	4.80	2577	1:537
46	(49)	Napa	2.90	1590	1:548
47	(34)	Santa Rosa	5.75	3155	1:549
48	(64)	Allan Hancock	3.60	2010	1:558
49	(45)	Fullerton	15.10	8557	1:567
50	(10)	Cypress	4.00	2283	1:571
51	(35)	Diablo Valley	10.25	5939	1:579
52	(39)	Yuba	4.45	2608	1:586
53	(18)	Lassen	1.40	822	1:587
54	(52)	Citrus	4.50	2745	1:610
55	(50)	Santa Ana	5.75	3574	1:622
56	(54)	Pasadena City	13.00	8110	1:624
57	(56)	College of the Sequoias	4.14	2592	1:627
58	(71)	Sierra	3.00	1921	1:640
59	(42)	Compton	4.17	2681	1:643
60	(46)	Cerritos	10.40	6986	1:672
		QUARTILE THREE (677)			
61	(61)	Mira Costa	1.50	1024	1:683
62	(55)	Riverside City	5.50	3780	1:687
63	(59)	College of the Siskiyous	3.20	541	~~1:691~~ ** 1:169
64	(51)	Fresno City	8.25	5828	1:706*
65	(58)	Orange Coast	9.00	6522	1:725
66	(25)	Golden West	3.20	2486	1:777
67	(62)	Los Angeles Harbor	5.05	3946	1:781
68	(16)	Merced	2.14	1674	1:782
69	(66)	Long Beach City	11.76	9347	1:795
70	(69)	Los Angeles Valley	11.00	9019	1:820
71	(60)	El Camino	10.02	8651	1:863
72	(65)	San Diego Mesa	6.20	5464	1:881
73	(63)	Rio Hondo	4.50	3968	1:882
74	(73)	Los Angeles City	11.50	10233	1:890
75	(67)	Santa Monica City	7.56	6916	1:915
76	(68)	San Diego City	4.00	3772	1:943
77	(70)	Mt. San Jacinto	1.00	1071	1:1071
78	(6)	Barstow	1.15	1306	1:1136
79	(72)	East Los Angeles	5.00	5768	1:1154
80	(75)	Los Angeles Pierce	7.00[2]	8150	1:1164
81	(76)	College of the Redwoods	1.30	1558	1:1198 *

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* Academic advisors <u>not included</u> in FTE or ratio.
** Academic advisors <u>included</u> in FTE and ratio.
1 830 Mare Island apprentices excluded in computing ratio.
2 Included 2 counselors--appointment pending.

JHG/mn

FORTY-FOUR EAST LATIMER AVENUE ☐ CAMPBELL, CALIFORNIA 95008 ☐ (408) 379-1733

WEST VALLEY
JOINT JUNIOR COLLEGE DISTRICT

OFFICE OF STUDENT PERSONNEL SERVICES
JERRY H. GIRDNER, Dean

January 29, 1969

TO: Deans of Student Personnel, California Community Colleges, etc.

FROM: Jerry H. Girdner, Dean of Student Personnel
West Valley College

SUBJECT: RESULTS OF QUESTIONNAIRE ON COUNSELOR-COUNSELEE RATIO

1. Attached is a copy of the findings of the fourth annual study of the counselor-counselee ratio among the 85 California public community colleges. The study is based on fall semester records (1968-9).

2. In determining the ratios, all respondents were asked to include only that portion of a counselor's time devoted to individual and group counseling (time assigned to student activities, registration, placement, financial aids, health services, evening counseling, administration, etc., was excluded). All colleges were asked to use the same criteria in reporting the number of day-graded students -- p. 2 of Form R-30a as reported to the State in the fall of 1968-9, including full-time and part-time active day enrollment.

3. Ten colleges have converted to the quarter system and 75 are on the semester plan. Starting this year, separate computations have been made for the colleges which are on the quarter system. The range for semester colleges is from 1:167 to 1:1221 and for quarter colleges is 1:285 to 1:840. For semester colleges, Q_1 is 437, the median is 536, and Q_3 is 628, and for quarter colleges Q_1 is 350, the median is 450, and Q_3 is 575. In 1967-8, the 81 California colleges had a Q_1 of 423, the median was 534 and Q_3 was 677.

4. For the first time, averages were also computed. The 75 semester colleges employ 534.81 full-time equivalent day counselors to serve 306,676 day graded students resulting in an average of 1:573. The 10 colleges on the quarter plan employ 65.60 FTE counselors for 27,678 day graded students resulting in an average of 1:422.

5. Following are the results of supplementary information requested as part of the study.

   There appears to be no urgency in converting to the quarter system: none of the semester colleges plan to change in 1969-70; 4 plan to change in 1970-1; 7 in 1971-2; 1 in 1972-3; 61 have no definite plans; and 2 plan to move after their local state college changes. Several respondents commented "as late as possible," "as long as we can postpone it," "never--

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we hope," etc.

A tri-modal distribution of responses was found in the question pertaining to a normal work week for full-time counselors as follows:

Hours	Responses (X = 1)
40	XXXXX XXXXX XX (12)
37½ - 39½	XX (2)
35 - 37	XXXXX XXXXX XXXXX XXXXX XXXXX XXXXX XXX (33)
32 - 34½	XXXXX XX (7)
30 - 31½	XXXXX XXXXX XXXXX XXXXX XXXXX XXXX (29)
Other	XX (2)

Three colleges reported that, in addition to the number of hours reported above, counselors were expected to spend an additional 5 hours on campus, in committee work, or in other assignments.

6. As a follow-up to last year's question pertaining to the trend toward the use of full-time counselors, it appears that 17 colleges (20%) are now employing full-time counselors and the remaining 68 colleges are using various combinations of counseling and other assignments.

7. Thank you for your excellent cooperation. Again we have a 100% response!

JHG/mn

FOURTH ANNUAL
STUDY OF COUNSELOR-COUNSELEE RATIO IN CALIFORNIA COMMUNITY COLLEGES
(FALL SEMESTER - 1968-69)

(by Jerry H. Girdner, Asst. Supt. and Dean of Student Personnel, West Valley College)

COLLEGES ON SEMESTER SYSTEM (#75)

RANK (1968)	RANK (1967)	COLLEGE	TOTAL FTE COUNSELORS	STUDENTS IN DAY GRADED CLASSES	RATIO OF COUNSELORS TO COUNSELEES
1	(17)	Palo Verde	1.20	200	1:167
2	(3)	Taft	2.00	491	1:246
3	(5)	San Joaquin Delta	15.72	5182	1:330
4	(53)	Lassen	1.50	521	1:347
5	(7)	Los Angeles Trade-Tech	13.43	4855	1:362
6	(47)	Santa Rosa	9.85	3733	1:379
7	(20)	College of Marin	11.21	4355	1:388
8	(12)	Cuesta	3.95	1567	1:397
9	(21)	San Bernardino	13.81	5513	1:399 **
10	(19)	College of the Desert	3.30	1330	1:403
11	(16)	American River	16.70	6900	1:413
(12	(14)	Coalinga	1.67	703	1:421
(13	(11)	West Valley	10.26	4316	1:421
14	(10)	Grossmont	10.25	4325	1:422
15	(4)	Contra Costa	8.00	3477	1:435
		QUARTILE ONE (437)			
16	(68)	Merced	4.09	1814	1:444
17	(50)	Cypress	6.20	2768	1:446
18	(35)	Hartnell	4.40	2054	1:467
19	(15)	Solano	4.50	2106[1]	1:468[1]
20	(28)	Mt. San Antonio	14.52	6843	1:471
21	(18)	Modesto	9.60	4613	1:481
(22	(24)	Cabrillo	6.00	2890	1:482
(23	(39)	Southwestern	5.95	2868	1:482
24	(40)	Santa Barbara City	6.60	3189	1:483
25	-	Canada	4.10	2006	1:489
(26	(8)	San Jose City	10.35	5108	1:494
(27	(31)	Ventura	7.00	3456	1:494
28	(61)	Mira Costa	2.10	1047	1:499
29	(32)	Victor Valley	1.23	619	1:503
30	(45)	Palomar	5.40	2725	1:505
31	(23)	Imperial Valley	2.71	1370	1:506
32	(26)	Antelope Valley	3.31	1699	1:513
33	(25)	Chaffey	7.18	3687	1:514
34	(33)	City College of San Francisco	20.00	10420	1:521
35	(42)	Reedley	2.83	1481	1:523
36	(38)	Sacramento	14.30	7605	1:532
37	(22)	Laney	9.25	4944	1:534
		MEDIAN (536)			
38	(52)	Yuba	4.30	2339	1:544
39	(49)	Fullerton	15.50	8475	1:547
40	(63)	College of the Siskiyous	1.00	549	1:549
(41	(54)	Citrus	5.55	3072	1:554
(42	(66)	Golden West	5.50	3046	1:554
43	(60)	Cerritos	10.90	6071	1:557

RANK (1968)	RANK (1967)	COLLEGE	TOTAL FTE COUNSELORS	STUDENTS IN DAY GRADED CLASSES	RATIO OF COUNSELORS TO COUNSELEES
(44	(36)	Bakersfield	9.40	5285	1:562 *
(45	(78)	Barstow	1.05	590	1:562
(46	(34)	Glendale	5.54	3116	1:562
47	(44)	Moorpark	3.80	2162	1:569
48	(27)	Porterville	1.55	883	1:570
49	(41)	Shasta	4.50	2572	1:572
50	(37)	Monterey Peninsula	4.80	2754	1:574
51	(2)	Los Angeles Southwest	2.75	1582	1:575
52	(59)	Compton	4.76	2753	1:578
53	(65)	Orange Coast	11.70	6825	1:583
54	(51)	Diablo Valley	11.47	6717	1:586
55	(58)	Sierra	3.50	2118	1:605
56	(48)	Allan Hancock	3.50	2131	1:609
57	(56)	Pasadena	13.50	8246	1:611
58	(62)	Riverside	6.64	4122	1:621
		QUARTILE THREE (628)			
59	(57)	College of the Sequoias	4.38	2777	1:634
60	(43)	College of San Mateo	16.50	10487	1:636
61	(64)	Fresno	9.00	6092	1:677
62	(55)	Santa Ana	5.50	3768	1:685
63	(77)	Mt. San Jacinto	1.10	778	1:707
64	(46)	Napa	2.47	1812	1:734
65	(76)	San Diego City	5.00	3776	1:755
66	(73)	Rio Hondo	5.50	4220	1:767
67	(67)	Los Angeles Harbor	6.60	5078	1:769
68	(74)	Los Angeles City	13.00	10763	1:828
69	(75)	Santa Monica	8.85	7611	1:860
70	(71)	El Camino	10.79	9572	1:887
71	(69)	Long Beach City	11.84	10709	1:904
72	(70)	Los Angeles Valley	9.90	9933	1:1035
73	(72)	San Diego Mesa	5.70	6064	1:1064
74	(80)	Los Angeles Pierce	8.00	8942	1:1118
75	(79)	East Los Angeles	5.00	6106	1:1221
		(Totals)	534.81	306676	Av = 1:573

COLLEGES ON QUARTER SYSTEM (#10)

1	-	Columbia	1.05	299	1:285
2	(29) [2]	Foothill	14.60	4657	1:319
3	(13) [2]	De Anza	12.25	4091	1:334
4	(81) [2]	College of the Redwoods	5.70	1962	1:344 **
5	(6) [2]	Ohlone	3.00	1310	1:437
		MEDIAN (450)			
6	(9) [2]	Merritt	13.00	6304	1:485
7	(30) [2]	Chabot	11.15	5871	1:527
8	-	Butte	2.35	1407	1:599
9	(1) [2]	Gavilan	1.50	937	1:625 *
10	-	Saddleback	1.00	840	1:840
		(Totals)	65.60	27678	Av = 1:422

* Academic advisors not included in FTE or ratio.

** Academic advisors included in FTE and ratio.

1 877 Mare Island apprentices excluded in both number of students and ratio.

2 Not meaningful as quarter system colleges were included with colleges on semester plan in 1967-68.

mn

FORTY-FOUR EAST LATIMER AVENUE ■ CAMPBELL, CALIFORNIA 95008 ■ (408) 379-1733

WEST VALLEY
JOINT JUNIOR COLLEGE DISTRICT

JERRY H. GIRDNER, Dean of Student Personnel Services
ARNOLD J. EDMAN, Dean of Counseling and Guidance
ROBERT J. SMITH, Dean of Student Activities
DONALD R. ZIEGLER, Dean of Admission and Records

January 15, 1970

TO: Deans of Student Personnel, California Community Colleges, etc.

FROM: Jerry H. Girdner, Dean of Student Personnel
West Valley College

SUBJECT: RESULTS OF 1969-70 QUESTIONNAIRE ON COUNSELOR-COUNSELEE RATIO

1. Attached is a copy of the findings of the fifth annual study of the counselor-counselee ratio among the 89 California public community colleges. The study is based on fall semester records (1969-70).

2. In determining the ratios, all respondents were asked to include only that portion of a counselor's time devoted to individual and group counseling (time assigned to student activities, registration, placement, financial aids, health services, evening counseling, administration, etc., was excluded). All colleges were asked to use the same criteria in reporting the number of day graded students -- p. 2 of Form R-30a as reported to the State in the fall of 1969-70, including full-time and part-time active day enrollment.

3. Seventy-seven of the 89 California community colleges operate on the semester plan and the remaining 12 are on the quarter system. The counselor-counselee range for semester colleges is from 1:242 to 1:1190. For semester colleges, Q_1 is 441, the median is 525, and Q_3 is 657. The range for quarter colleges is 1:270 to 1:735 with a median of 1:450. (In 1968-9, the 75 California colleges on the semester system had a Q_1 of 437, the median was 536, and Q_3 was 628; on the quarter system the median was 450.)

4. The 77 semester colleges employ 595.56 full-time equivalent day counselors to serve 336,893 day graded students resulting in an average of 1:566 (the 1968-9 average was 1:573).

   The 12 colleges on the quarter plan employ 79.07 FTE counselors for 32,467 day graded students resulting in an average of 1:411 (up from 1:422 last year).

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5. The total number of students in day graded classes increased to 369,360 from 334,354 last year -- up 10.5%! The University of California reported a 7.6% increase (to 106,274 students) and the state colleges reported a 6.9% increase (to 227,237 students).

6. Five "piggyback" questions were included in the counselor-counselee study and the findings are as follows:

   a. The majority of community colleges (51%) require that all day students consult a counselor prior to registration, however, 47% do not require returning students to consult with a counselor.

   b. Most counseling centers (73%) schedule counseling appointments yet they also provide intake counselors available for "walk-in" counselees; 22% operate exclusively by scheduled appointments; and only 5% do not schedule appointments -- the student sees his counselor on an availability basis.

   c. In the majority of the colleges (54%) all program planning or advising is done by professionally trained counselors; 45% supplement the counseling staff by using instructors, department chairmen, or division chairmen; and only 1 college (1%) reports that program planning or advising is done by the instructional staff.

   d. Counseling appointments are scheduled for 30 minutes (or 1/2 period) in 68% of the colleges; 23% schedule appointments for 20 minutes; 3% schedule 1 hour or 1 period appointments; and 6% use combinations of 20 or 30 minute time blocks.

   e. The trend continues to move toward full-time counseling assignments. In 52% of the colleges counselors devote 100% of their time to counseling (including teaching of guidance or orientation classes); 26% report that counselors teach at least one class (other than guidance or orientation); and 16% state that their counselors have the option of teaching (or not teaching) as part of their counseling assignment.

7. Thank you for your excellent cooperation. Again I received a 100% response -- but what would you expect from Student Personnel oriented people!

JHG/mn

Enc.

FIFTH ANNUAL
STUDY OF COUNSELOR-COUNSELEE RATIO IN CALIFORNIA COMMUNITY COLLEGES
(FALL SEMESTER - 1969-70)

(by Jerry H. Girdner, Asst. Supt. and Dean of Student Personnel, West Valley College)

COLLEGES ON SEMESTER SYSTEM (#77)

RANK (1969)	RANK (1968)	COLLEGE	TOTAL FTE COUNSELORS	STUDENTS IN DAY GRADED CLASSES	RATIO OF COUNSELORS/ COUNSELEES
1	(2)	Taft College	2.05	497	1:242
2	(48)	Porterville	2.85	877	1:308
3	(40)	College of the Siskiyous	2.00	690	1:345
4	(3)	San Joaquin Delta	17.14	5988	1:349
5	-	Skyline	4.80	1796	1:374
6	(51)	Los Angeles Southwest	4.01	1516	1:378
(7	(6)	Santa Rosa	11.20	4247	1:379**
(8	(19)	Solano	6.00	2275***	1:379
9	(13)	West Valley	13.65	5335	1:391
10	(4)	Lassen	1.50	602	1:401
11	(8)	Cuesta	4.10	1654	1:403
12	(63)	Mt. San Jacinto	2.00	809	1:404
13	(9)	San Bernardino Valley	15.50	6351	1:410
14	(16)	Merced	5.16	2135	1:414
15	(7)	College of Marin	11.22	4737	1:422
16	(31)	Imperial Valley	3.33	1417	1:426
17	(60)	College of San Mateo	18.00	7696	1:428
18	(50)	Monterey Peninsula	7.00	3076	1:439
		QUARTILE ONE (441)			
19	(29)	Victor Valley	2.00	895	1:448
20	(1)	Palo Verde	1.10	500	1:455
(21	(33)	Chaffey	8.72	4027	1:462
(22	(10)	College of the Desert	3.15	1455	1:462
(23	(14)	Grossmont	12.00	5633	1:469
(24	(38)	Yuba	4.95	2324	1:469
25	(22)	Cabrillo	7.20	3402	1:472
(26	(52)	Compton	5.70	2702	1:474
(27	(15)	Contra Costa	8.20	3888	1:474*
28	(12)	West Hills (Coalinga)	1.62	770	1:475
29	(44)	Bakersfield	11.87	5653	1:476
30	(20)	Mt. San Antonio	15.15	7248	1:478
31	(26)	San Jose City	11.63	5706	1:491
32	(18)	Hartnell	4.40	2170	1:493
33	(5)	Los Angeles Trade-Tech	10.86	5368	1:494
34	(56)	Allan Hancock	4.80	2376	1:495
35	(11)	American River	15.80	7962	1:504
36	(42)	Golden West	7.50	3800	1:507
37	(21)	Modesto	9.75	4962	1:509
38	(62)	Santa Ana	8.25	4222	1:512
39	(17)	Cypress	7.20	3730	1:518
40	(34)	City College of San Francisco	21.17	11062	1:523
		MEDIAN (525)			
41	(47)	Moorpark	5.20	2780	1:535
42	(24)	Santa Barbara City	7.00	3762	1:537

RANK (1969)	RANK (1968)	COLLEGE	TOTAL FTE COUNSELORS	STUDENTS IN DAY GRADED CLASSES		RATIO OF COUNSELORS/ COUNSELEES
43	(36)	Sacramento City	15.00	8088		1:539
44	(23)	Southwestern	5.95	3267		1:549
45	(46)	Glendale	6.05	3352		1:554
46	(41)	Citrus	6.30	3500		1:556
47	(35)	Reedley	2.92	1646		1:564
48	(27)	Ventura	7.00	3953		1:565
49	(43)	Cerritos	11.30	6593		1:583
50	(39)	Fullerton	15.50	9064		1:585
51	(25)	Canada	5.90	2811		1:590
52	(30)	Palomar	4.60	2754		1:599
53	(54)	Diablo Valley	12.80	7698		1:601
54	(28)	MiraCosta	2.05	1235		1:602
55	(57)	Pasadena City	14.00	8475		1:605
56	(55)	Sierra	4.10	2483		1:606
57	(53)	Orange Coast	12.00	7422		1:619
58	(49)	Shasta	4.50	2854		1:634
59	(59)	College of the Sequoias	4.55	2934		1:645
60	(64)	Napa	3.15	2044		1:649
61	(37)	Laney	10.30	6715		1:652
		QUARTILE THREE (657)				
62	(32)	Antelope Valley	2.79	1896		1:680
63	(65)	San Diego City	5.20	3759		1:723
64	(58)	Riverside City	6.33	4586		1:724
65	-	West Los Angeles	3.00	2210		1:737
66	(69)	Santa Monica City	10.10	7465		1:739
67	(61)	Fresno City	9.00	6728		1:748
68	(45)	Barstow	.85	682		1:802
69	(67)	Los Angeles Harbor	6.85	5502		1:803
70	(68)	Los Angeles City	12.75	10323		1:810
71	(66)	Rio Hondo	5.80	4750		1:819
72	(70)	El Camino	12.09	10083		1:834
73	(71)	Long Beach City	13.50	11468		1:849*
74	(72)	Los Angeles Valley	11.10	9791		1:882
75	(73)	San Diego Mesa	7.50	6782		1:904
76	(75)	East Los Angeles	6.00	6362		1:1060
77	(74)	Los Angeles Pierce	8.00	9523		1:1190
		(TOTALS)	595.56	336,893	Av=	1:566
		COLLEGES ON QUARTER SYSTEM (#12)				
1	(-)	Feather River	.50	135		1:270
2	(3)	De Anza	13.77	4788		1:348
3	(6)	Merritt College	15.80	5705		1:361
4	(2)	Foothill	12.85	5062		1:394
5	(7)	Chabot	16.88	6707		1:397
6	(4)	College of the Redwoods	5.70	2401		1:421**
7	(5)	Ohlone	3.87	1724		1:445
		MEDIAN (450)				
8	(10)	Saddleback	2.50	1399		1:560
9	(8)	Butte	3.50	1990		1:569
10	(1)	Columbia	1.00	652		1:652
11	(9)	Gavilan	1.70	1169		1:688
12	(-)	College of the Canyons	1.00	735		1:735
		(TOTALS)	79.07	32,467	Av=	1:411

*Academic Advisors not included in FTE or ratio.
**Academic Advisors included in FTE and ratio.
***932 Mare Island apprentices excluded in both number of students and ratio.

mn

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WEST VALLEY
JOINT COMMUNITY COLLEGE DISTRICT

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ARNOLD J. EDMAN, Dean of Counseling and Guidance
ROBERT J. SMITH, Dean of Student Activities
DONALD R. ZIEGLER, Dean of Admission and Records

February 25, 1971

TO: Deans of Student Personnel, California Community Colleges, etc.

FROM: Jerry H. Girdner, Dean of Student Personnel, West Valley College

SUBJECT: RESULTS OF 1970-71 QUESTIONNAIRE ON COUNSELOR-COUNSELEE RATIO

1. Attached is a copy of the findings of the sixth annual study of the counselor-counselee ratio among 91 California public community colleges. (The Directory of the California Public Community Colleges lists 93 colleges. However, San Diego Evening College has not been included in our survey and data on Miramar is incorporated in the San Diego City response.) The study is based on fall semester records (1970-71).

2. In determining the ratios, all respondents were asked to include only that portion of a counselor's time devoted to individual and group counseling (time assigned to student activities, registration, placement, financial aids, health services, evening counseling, administration, etc., was excluded). All colleges were asked to use the same criteria in reporting the number of day graded students -- P. 3 of Form CCAF-130 as reported to the State in the fall of 1970-71, including full-time and part-time active day enrollment.

3. Seventy-seven of the 91 California community colleges operate on the semester plan and the remaining 14 are on the quarter system. The counselor-counselee range for semester colleges is from 1:223 to 1:1178. For semester colleges, Q_1 is 458, the median is 550, and Q_3 is 683. The range for quarter colleges is 1:370 to 1:1052 with median 1:456. (In 1969-70, the 77 California colleges on the semester system had a Q_1 of 441, the median was 525, and Q_3 was 657; on the quarter system the median was 450.)

4. The 77 semester colleges employ 637.95 full-time equivalent day counselors to serve 378,959 day graded students resulting in an average of 1:594 (the 1969-70 average was 1:566).

   The 14 colleges on the quarter plan employ 90.28 FTE counselors for 41331 day graded students resulting in an average of 1:458 (47 higher than the 1:411 average reported last year).

5. The total number of students in day graded classes increased to 420,290 from 369,360 last year -- up 13.79%! Last year the increase was up 10.5%.

JAMES P. HARDY, *Superintendent/President*
GOVERNING BOARD
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6. Three "piggyback" questions were included in the counselor-counselee study and the findings are as follows:

   a. Seventy-seven (85%) of the 91 California public community colleges operate on the semester plan and 14 (15%) are on the quarter plan. Last year there were 77 semester colleges and 12 quarter colleges for a total of 89.

   b. In an attempt to ascertain the extent of the trend to employ <u>para-professionals</u> in the student personnel area, respondents were asked whether or not they were now employing or considering employing classified personnel next year in the categories listed below. Eighty-three colleges (92%) indicated that they were using or next year planned to use para-professionals.

Category	Now Employ 1970-1971 #	* %	**Considering for next year 1971-1972 #	%
Counselor Aides	33	36%	17	19%
Course or Program Planners	8	9%	6	7%
Director of Admissions <u>or</u> Registrar	32	35%	9	10%
Financial Aids Officer or Director	49	54%	6	7%
Placement Officer or Director	51	56%	7	8%
Tutors	62	68%	6	7%

   * Percent is of the 91 community colleges -- not of number responding to this question.

   **To ascertain the trend, only those colleges <u>not now employing</u> para-professionals (in the category listed) were tallied in these columns.

   c. Sixty-seven colleges (74%) responded to the question pertaining to total payroll costs for counselors or educational advisors (excluding Dean, clerks, travel, supplies, etc.) in the previous school year. Counselor cost including day, summer, and evening and/or adult educational counseling was then divided by total ADA for 1969-70 to ascertain the unit counselor cost per ADA. The 8 quarter colleges reported a range from $8.32 to $43.00 with an average cost of $28.80. The 67 semester colleges reported a range from $14.13 to $53.33 with an average cost of $27.95. The average counselor cost per ADA for the 67 respondents was $28.05.

Thank you for your excellent cooperation. For the sixth consecutive year we had a 100% response!

JHG/mn

SIXTH ANNUAL
STUDY OF COUNSELOR-COUNSELEE RATIO IN CALIFORNIA COMMUNITY COLLEGES
(FALL SEMESTER 1970-71)

(by Jerry H. Girdner, Asst. Supt. and Dean of Student Personnel, West Valley College)

COLLEGES ON SEMESTER SYSTEM (#77)

RANK (1970)	RANK (1969)	COLLEGE	TOTAL FTE COUNSELORS	STUDENTS IN DAY GRADED CLASSES	RATIO OF COUNSELORS/ COUNSELEES	
1	(19)	VICTOR VALLEY	2.70	602	1:223	
2	(1)	TAFT	1.80	436	1:242	
3	(5)	SKYLINE	7.30	2231	1:306	
4	(10)	LASSEN	2.30	706	1:307	
5	(51)	CANADA	8.70	3277	1:377	
6	(7)	SANTA ROSA	12.60	5139	1:408	
7	(4)	SAN JOAQUIN DELTA	17.40	7215	1:415	
(8	(-)	COSUMNES RIVER	4.00	1700	1:425	
(9	(29)	BAKERSFIELD	11.00	5042	1:425	*
(10	(2)	PORTERVILLE	2.70	1148	1:425	
11	(17)	SAN MATEO	17.60	7677	1:436	
12	(12)	MT. SAN JACINTO	2.00	874	1:437	
13	(14)	MERCED	5.75	2518	1:438	
14	(13)	SAN BERNARDINO VALLEY	15.50	6648	1:439	
15	(61)	LANEY	13.50	5962	1:442	
16	(9)	WEST VALLEY	14.13	6318	1:447	
17	(8)	SOLANO	6.00	3302	1:448	**
18	(28)	WEST HILLS	1.62	739	1:456	
		QUARTILE ONE (458)				
(19	(27)	CONTRA COSTA	9.40	4346	1:462	
(20	(16)	IMPERIAL VALLEY	3.48	1608	1:462	
21	(32)	HARTNELL	5.40	2504	1:464	
22	(31)	SAN JOSE CITY	13.64	6372	1:467	
23	(15)	COLLEGE OF MARIN	10.07	4722	1:469	
(24	(22)	COLLEGE OF THE DESERT	3.80	1833	1:482	
(25	(3)	COLLEGE OF THE SISKIYOUS	1.75	843	1:482	
26	(18)	MONTEREY PENINSULA	6.70	3271	1:488	
27	(35)	AMERICAN RIVER	18.00	8822	1:490	
28	(63)	SAN DIEGO CITY	8.00	3976	1:497	
29	(23)	GROSSMONT	14.50	7225	1:498	
30	(24)	YUBA	5.15	2605	1:506	
31	(37)	MODESTO	10.25	5213	1:509	
32	(68)	BARSTOW	1.50	766	1:511	
33	(42)	SANTA BARBARA	8.00	4110	1:514	
34	(43)	SACRAMENTO	15.00	7743	1:516	
35	(44)	SOUTHWESTERN	7.90	4088	1:517	
36	(48)	VENTURA	9.00	4660	1:518	
37	(21)	CHAFFEY	9.07	4735	1:522	
38	(30)	MT. SAN ANTONIO	15.15	7929	1:523	
39	(20)	PALO VERDE	1.00	530	1:530	
40	(33)	LOS ANGELES TRADE-TECH.	10.40	5538	1:532	
		MEDIAN = (550)				
41	(36)	GOLDEN WEST	7.90	4400	1:557	
42	(54)	MIRACOSTA	2.40	1340	1:558	
43	(25)	CABRILLO	7.60	4324	1:569	

*Faculty advisors not included in computation.
**Excludes Mare Island Apprentices.

RANK (1970)	RANK (1969)	COLLEGE	TOTAL FTE COUNSELORS	STUDENTS IN DAY GRADED CLASSES	RATIO OF COUNSELORS/ COUNSELEES
44	(45)	GLENDALE	6.22	3602	1:579
45	(47)	REEDLEY	3.16	1839	1:582
46	(59)	COLLEGE OF THE SEQUOIAS	5.40	3165	1:586
47	(40)	SAN FRANCISCO	20.94	12605	1:602
48	(34)	ALLAN HANCOCK	4.50	2715	1:603
(49	(39)	CYPRESS	8.00	4893	1:612
(50	(11)	CUESTA	3.15	1928	1:612
51	(38)	SANTA ANA	8.30	5161	1:622
52	(50)	FULLERTON	15.50	9696	1:626
53	(49)	CERRITOS	12.30	7782	1:633
54	(53)	DIABLO VALLEY	13.20	8400	1:636
55	(58)	SHASTA	5.00	3193	1:639
56	(46)	CITRUS	5.85	3844	1:657
57	(26)	COMPTON	5.80	3822	1:659
58	(62)	ANTELOPE VALLEY	3.57	2288	1:641
59	(56)	SIERRA	4.60	3058	1:665
		(QUARTILE THREE = (683)			
60	(65)	WEST LOS ANGELES	4.00	2781	1:695
61	(67)	FRESNO	11.00	7695	1:700
62	(64)	RIVERSIDE CITY	7.20	5286	1:734
63	(66)	SANTA MONICA	11.20	8292	1:740
64	(52)	PALOMAR	4.20	3146	1:749
65	(55)	PASADENA	12.25	9231	1:754
66	(6)	LOS ANGELES SOUTHWEST	3.78	2936	1:777
67	(41)	MOORPARK	7.20	5655	1:785
68	(74)	LOS ANGELES VALLEY	13.50	11251	1:833
69	(75)	SAN DIEGO MESA	8.60	7169	1:834
70	(71)	RIO HONDO	6.59	5572	1:846
71	(69)	LOS ANGELES HARBOR	6.90	6016	1:872
72	(57)	ORANGE COAST	9.50	8289	1:873
73	(70)	LOS ANGELES CITY	12.50	11038	1:883
74	(76)	EAST LOS ANGELES	7.70	6854	1:890
75	(72)	EL CAMINO	12.50	11270	1:902
76	(73)	LONG BEACH	12.68	12257	1:967
77	(77)	LOS ANGELES PIERCE	9.50	11193	1:1178
		(TOTALS)	637.95	378,959	Av= 1:594
		COLLEGES ON QUARTER SYSTEM (#14)			
1	(2)	DE ANZA	14.50	5372	1:370
(2	(12)	COLLEGE OF THE CANYONS	2.00	767	1:383
(3	(4)	FOOTHILL	14.25	5459	1:383
4	(11)	GAVILAN	2.75	1148	1:417
5	(1)	FEATHER RIVER	1.00	422	1:422
6	(3)	MERRITT	13.00	5536	1:426
7	(8)	SADDLEBACK	2.67	1725	1:431
8	(-)	COLLEGE OF ALAMEDA	9.50	3062	1:437
9	(6)	COLLEGE OF THE REDWOODS	6.25	2832	1:453 ***
		(MEDIAN = (456)			
10	(7)	OHLONE	4.07	2021	1:497
11	(5)	CHABOT	12.44	7278	1:585
12	(9)	BUTTE	4.15	2462	1:593
13	(-)[1]	NAPA	2.80	2300	1:821
14	(10)	COLUMBIA	.90	947	1:1052
		(TOTALS)	90.28	41,331	Av = 1:458

1 64th among 77 colleges on the semester system last year.
*** Academic Advisors included in FTE and ratio.

FORTY-FOUR EAST LATIMER AVENUE ■ CAMPBELL, CALIFORNIA 95008 ■ (408) 379-1733

WEST VALLEY
JOINT COMMUNITY COLLEGE DISTRICT

JERRY H. GIRDNER, Dean of Student Personnel Services
ARNOLD J. EDMAN, Dean of Counseling and Guidance
ROBERT J. SMITH, Dean of Student Activities
DONALD R. ZIEGLER, Dean of Admission and Records

March 13, 1972

TO: Deans of Student Personnel, California Community Colleges

FROM: Jerry H. Girdner, Dean of Student Personnel, West Valley College

SUBJECT: RESULTS OF 1971-72 QUESTIONNAIRE ON COUNSELOR-COUNSELEE RATIO

1. Attached is a copy of the findings of the seventh annual study of the counselor-counselee ratio among the 92 California public community colleges. San Diego Evening College has not been included in the survey and data on Miramar is incorporated in the San Diego City response. The study is based on fall semester records (1971-72).

2. In determining the ratios, all respondents were asked to include only that portion of a counselor's time devoted to individual and group counseling (time assigned to student activities, registration, placement, financial aids, health services, evening counseling, administration, etc., was excluded). All colleges were asked to use the same criteria in reporting full-time and part-time students enrolled in day graded classes as reported to the State in the fall report, 1971. (page 2, line #189, form CCAF - 130)

3. Seventy-four of the 92 California community colleges operate on the semester plan and the remaining 18 are on the quarter system. The counselor-counselee range for semester colleges is from 1:327 to 1:1019. For semester colleges, Q_1 is 487, the median is 574, and Q_3 is 682. The range for quarter colleges is 1:332 to 1:965 and the median is 1:505. (In 1970-71, the 74 California colleges on the semester system had a Q_1 of 458, the median was 550, and Q_3 was 683; on the quarter system the median was 456.)

4. The semester colleges employ 657.14 full-time equivalent day counselors to serve 396,787 day graded students resulting in an average of 1:604 (the 1970-71 average was 1:594).

   The 18 colleges on the quarter plan employ 116.02 FTE counselors for 56,450 day graded students resulting in an average of 1:486 (28 higher than the 1:458 average reported last year and 75 higher than two years ago).

5. The total number of students in day graded classes increased to 453,237 from 420,290 last year -- up 7.84%. Last year the increase was + 13.79%

6. Three "piggyback" questions were included in the counselor-counselee study and the findings are as follows:

   a. Seventy-four (80%) of the 92 California public community colleges operate on the semester plan and 18 (20%) are on the quarter plan. Last year there were 74 semester colleges and 14 quarter colleges for a total of 91.

   b. In an attempt to ascertain the extent of the trend to employ para-professionals in the student personnel area, respondents were asked whether or not they were now employing or considering employing classified personnel next year in the categories listed below. This was a repeat

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question from the previous year and the trend is to employ even more para-professionals or non-certified staff members than reported last year. Ninty-one colleges (99%) indicated that they were using or next year planned to use para-professionals, as indicated below:

Category	Now Employ 1971-72		**Considering for 1972-73	
	#	*%	#	*%
Tutors	71	77%	2	2%
Financial Aids Officer/Director	60	65%	6	7%
Placement Officer/Director	56	61%	5	5%
Director of Admissions/Registrar	51	55%	3	3%
Counselor Aides	42	46%	20	22%
Recruiters	34	37%	4	4%
Course/Class Programmers	14	15%	14	15%
Other	10	11%	2	2%

*Percent is of the 92 community colleges -- not of number responding to this question.

**To ascertain the trend, only those colleges not now employing para-professionals (in the category listed) were tallied in these columns. By adding the two columns together you can ascertain the contemplated use of para-professionals in 1972-73.

c. Another repeat question (included in the 1968-69 study) concerned the normal work week for full-time counselors. The range is from 40 hours a week to 22½ hours with a state average of 33.6 hours per week. It should be noted that several respondents indicated that committee assignments, in-service training and other extra curricular assignments were not included in the responses appearing in the bar graph below:

Hours	Tally (Number)
40	XXXXX XXXXX X (11)
37	X (1)
36	XX (2)
35	XXXXX XXXXX XXXXX XXXXX XXXXX XXXXX XXXXX XXXXX XX (42)
33½	X (1)
32½	X (1)
32	XXX (3)
30	XXXXX XXXXX XXXXX XXXXX XXXXX XXX (28)
25	X (1)
22½	XX (2)

(N = 92)

This will be my last counselor-counselee study. For seven consecutive years we have had 100% participation, for which I thank you. You have been most cooperative.

JHG/mls

SEVENTH ANNUAL
STUDY OF COUNSELOR-COUNSELEE RATIO IN CALIFORNIA COMMUNITY COLLEGES
(FALL SEMESTER 1971-72)

(by Jerry H. Girdner, Dean of Student Personnel Services, West Valley College)

COLLEGES ON SEMESTER SYSTEM (# 74)

RANK (1971)	RANK (1970)	COLLEGE	TOTAL FTE COUNSELORS	STUDENTS IN DAY GRADED CLASSES	RATIO OF COUNSELORS/ COUNSELEES
1	(66)	LOS ANGELES SOUTHWESTERN	7.22	2360	1:327
2	(5)	CANADA	8.30	3189	1:384
3	(11)	COLLEGE OF SAN MATEO	18.30	7460	1:408
4	(3)	SKYLINE	5.40	2237	1:414
5	(20)	IMPERIAL VALLEY	4.00	1683	1:420
6	(8)	COSUMNES RIVER	5.00	2146	1:429
7	(6)	SANTA ROSA	12.90	5542	1:430*
8	(67)	MOORPARK	9.00	3890	1:432
9	(12)	MT. SAN JACINTO	2.10	912	1:434
10	(19)	CONTRA COSTA	11.10	4927	1.444
11	(2)	TAFT	1.00	446	1:446
12	(7)	SAN JOAQUIN DELTA	16.84	7664	1:455
13	(17)	SOLANO	7.00	3200	1:457
14	(18)	WEST HILLS	1.62	745	1:460
15	(23)	COLLEGE OF MARIN	11.40	5300	1:465
16	(1)	VICTOR VALLEY	2.30	1083	1:471
17	(27)	AMERICAN RIVER	18.80	9017	1:480
18	(33)	SANTA BARBARA CITY	9.50	4590	1:483
		(QUARTILE ONE = 487)			
19	(31)	MODESTO	11.15	5464	1:490
20	(22)	SAN JOSE CITY	14.32	7043	1:492
21	(21)	HARTNELL	5.60	2759	1:493
22	(30)	YUBA	5.70	2845	1:499
(23	(13)	MERCED	5.50	2762	1:502
(24	(29)	GROSSMONT	16.50	8276	1:502
25	(41)	GOLDEN WEST	10.55	5445	1:516
26	(34)	SACRAMENTO CITY	15.00	7782	1:519
27	(9)	BAKERSFIELD	12.06	6292	1:522
28	(16)	WEST VALLEY	14.28	7473	1:523
29	(36)	VENTURA	9.00	4730	1:526
30	(49)	CYPRESS	10.00	5341	1:534
31	(51)	SANTA ANA	10.90	5842	1:536
32	(44)	GLENDALE	7.22	3902	1:540
33	(65)	PASEDENA	17.00	9286	1:546
34	(57)	COMPTON	6.60	3609	1:547
35	(24)	COLLEGE OF THE DESERT	3.65	2005	1:549
36	(48)	ALLAN HANCOCK	5.00	2768	1:554
37	(35)	SOUTHWESTERN	8.35	4749	1:569
		(MEDIAN = 574)			
(38	(40)	LOS ANGELES TRADE TECH.	10.00	5784	1:578
(39	(38)	MT. SAN ANTONIO	15.15	8758	1:578
(40	(28)	SAN DIEGO CITY	8.45	4894	1:579
(41	(69)	SAN DIEGO MESA	11.95	6922	1.579
(42	(10)	PORTERVILLE	1.96	1172	1:598
(43	(58)	ANTELOPE VALLEY	4.00	2392	1:598

* Use of faculty advisors (included).

RANK (1971)	RANK (1970)	COLLEGE	TOTAL FTE COUNSELORS	STUDENTS IN DAY GRADED CLASSES	RATIO OF COUNSELORS/ COUNSELEES
44	(45)	REEDLEY	3.16	1895	1:600
45	(50)	CUESTA	3.53	2136	1:605
46	(61)	FRESNO CITY	12.60	7659	1:608
47	(60)	WEST LOS ANGELES	5.00	3117	1:623
48	(4)	LASSEN	1.40	891	1:636
49	(52)	FULLERTON	15.50	9967	1:643
50	(59)	SIERRA	4.75	3081	1:649
51	(55)	SHASTA	5.20	3428	1:659
52	(54)	DIABLO VALLEY	13.60	8976	1:660
53	(46)	COLLEGE OF SEQUOIAS	4.96	3315	1:668
54	(15)	LANEY	15.00	10122	1:675
55	(26)	MONTEREY PENINSULA	5.40	3664	1:679
		(QUARTILE THREE = 682)			
(56	(47)	CITY COLLEGE OF SAN FRANCISCO	21.50	14700	1:684
(57	(53	CERRITOS	13.20	9028	1:684
58	(42)	MIRA COSTA	2.00	1390	1:695
59	(63)	SANTA MONICA	12.03	8402	1:698
60	(56)	CITRUS	5.70	4053	1:711
61	(62)	RIVERSIDE	8.00	5728	1:716
62	(39)	PALO VERDE	.80	578	1:723
63	(72)	ORANGE COAST	11.50	9044	1:786
64	(70)	RIO HONDO	7.46	5888	1:789
65	(14)	SAN BERNADINO	8.80	7140	1:811
66	(25)	COLLEGE OF THE SISKIYOUS	1.10	900	1:818
67	(71)	LOS ANGELES HARBOR	7.90	6499	1:823
68	(68)	LOS ANGELES VALLEY	13.50	11848	1:878
69	(73)	LOS ANGELES CITY	12.90	11497	1:890
70	(64)	PALOMAR	4.40	3961	1:900
71	(74)	EAST LOS ANGELES	8.00	7362	1:920
72	(76)	LONG BEACH CITY	12.44	11549	1:928
73	(77)	LOS ANGELES PIERCE	11.50	11409	1:992
74	(75)	EL CAMINO	12.64	12874	1:1019
		(TOTALS)	657.14	396787	Av = 1:604

COLLEGES ON QUARTER SYSTEM (#18)

1	(4)	GAVALIN	3.50	1162	1:332
2	(8)	COLLEGE OF ALAMEDA	10.50	3697	1:352
3	(S)*	BARSTOW	1.93	702	1:364
4	(9)	COLLEGE OF THE REDWOODS	7.55	2964	1:393
5	(3)	FOOTHILL	13.80	5712	1:414
6	(1)	DE ANZA	14.50	6050	1:417
7	(5)	FEATHER RIVER	1.00	443	1:443
8	(-)	GROVE STREET	3.50	1566	1:447
9	(6)	MERRITT	11.50	5687	1:495
		(MEDIAN = 505)			
10	(S)*	CHAFFEY	9.60	4932	1:514
(11	(S)*	CABRILLO	8.60	4643	1:539
(12	(10)	OHLONE	4.20	2264	1:539
13	(11)	CHABOT	12.83	7179	1:560
14	(2)	COLLEGE OF THE CANYONS	1.83	1073	1:586
15	(7)	SADDLEBACK	3.30	2100	1:636
16	(13)	NAPA	2.80	2083	1:744
17	(12)	BUTTE	3.75	2910	1:776
18	(14)	COLUMBIA	1.33	1283	1:965
		(TOTALS)	116.02	56450	Av = 1:486

*Converted from semester to quarter system in 1971-72.